

CITY OF MUSKEGON
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) /
BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)
REGULAR MEETING
MINUTES

September 10, 2019

Chairperson M. Bottomley called the meeting to order at 10:34 AM and roll was taken.

MEMBERS PRESENT: M. Kleaveland, F. DePung, D. Pollock, M. Johnson, J. Riegler, M. Bottomley, J. Moore, P. Edbrooke, J. Wallace Jr

MEMBERS ABSENT: F. Peterson; H. Sytsema, excused; B. Hastings, excused; D. Kalisz, excused

STAFF PRESENT: D. Alexander, M. Franzak, Planning Director; L. Mikesell, Director of Development Services; L. Evans, City Engineer; B. Lewis, Finance Director; D. Renkenberger, Administrative Assistant

OTHERS PRESENT: J. Schrier, City Attorney

APPROVAL OF MINUTES

Approval of the August minutes was deferred until the October meeting.

BRA BUSINESS

Midtown Square II/Nelson Infill Development & Reimbursement Agreement– The BRA board had previously approved the Brownfield plan amendment for this project. J. Schrier introduced the Development & Reimbursement Agreement that also needed BRA approval. M. Bottomley asked if a residential Brownfield amendment would be a problem. J. Schrier stated that this particular amendment allowed the City to recoup its losses which was atypical, but it shouldn't pose a problem.

A motion to approve the Development & Reimbursement Agreement between the City of Muskegon and the City of Muskegon Brownfield Redevelopment Authority regarding the Nelson infill properties also known as Midtown Square II, was made by J. Riegler, supported by M. Kleaveland and unanimously approved, with M. Kleaveland, F. DePung, D. Pollock, M. Johnson, J. Riegler, M. Bottomley, J. Moore, and P. Edbrooke voting aye.

DDA BUSINESS

DDA Financial Report & Budget Update– B. Lewis distributed and discussed an updated budget worksheet. She explained that the city over-captured last year, and that tax capture monies must be applied to the \$1,000,000 debt payment owed to Muskegon County. She also stated that the State was pushing to get that debt paid and off the books, which would affect the DDA's tax capture income.

J. Wallace arrived at 10:43 A.M.

B. Lewis stated that staff recently received the updated budget figures and would review them to see which adjustments could be made. Staff would provide that information to the DDA for their approval at a future meeting. It appeared that the DDA would not have discretionary funds for this budget year.

Staff and board members discussed the budget and projections for the next few years, with estimated DDA funds available for the next fiscal year totaling around \$560,000. J. Riegler stated that the board should take a look at salaries again, since that ratio would now be skewed. B. Lewis stated that the city would be looking at the next fiscal year's budget in May and would have more accurate figures at that time. M. Kleaveland asked if there would be any ramifications from the state due to the over-capture. B. Lewis stated that she didn't expect any, but the City's General Fund may need to cover some of that money.

Midtown streetscape update—D. Alexander distributed a press release that described the improvements to be made to the 3rd Street corridor, and estimated that the road would be back open in the beginning of November. M. Kleaveland asked if the City was still looking for the DDA to fund a portion of the improvements. L. Mikesell stated that the City was not; they had utilized other options to keep the project whole.

Downtown Events and Holidays in the City—D. Alexander discussed plans for upcoming events around the holidays and stated that BID funds would be used to support some of those. He planned to meet with retailers to determine how they would like to be involved in the promotion and marketing of the events.

Economic Development—D. Alexander and M. Franzak discussed several projects in the works for the downtown area.

OTHER

D. Alexander stated that staff was considering an update to city ordinance regarding smoking in city parks. M. Bottomley stated that it would be important to have people to enforce the ordinance. J. Wallace stated that Rotary had a 1 in 21 initiative regarding smoking that would go along with the possible new ordinance.

Meeting schedule—M. Bottomley asked if it was still necessary to meet every month. D. Alexander stated that an October meeting would be needed, but if there was no business, the board would not need to meet.

There being no further business, the meeting was adjourned at 11:40 PM.